

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Mental Retardation and Developmental Disabilities Administration



Administration or Office: Mental Retardation and Developmental Disabilities Administration	Policy Number: MRDDA 14.2
Responsible Program or Office: Deputy Administrator for Administration	Number of Pages: Two (2)
Date of Approval by the Director:	Number of Attachments:
Effective Date:	Expiration Date, if Any:
Supercedes Policy Dated:	
Cross References and Related Policies:	
Subject: Acquisition of Office Supplies, Equipment and Services Policy	

1. PURPOSE

The purpose of this policy is to establish the standards and protocols that govern the acquisition of supplies, equipment or services within MRDDA.

2. APPLICABILITY

This policy applies to all Mental Retardation and Developmental Disabilities Administration (MRDDA) employees.

3. AUTHORITY

The authority and functions of DHS as set forth in sections III (U) and III (V) of Reorganization Plan No. 3 of 1986, effective January 3, 1987; Office of the Chief Financial Officer Directives and Procedures; The Procurement Act of 1985, as amended DC Official Code § 2-301.01 seq; Anti-Deficiency Act.

4. DEFINITIONS

Supplies – Consumable items regularly utilized to support office operation. (i.e. paper, paper clips, stapled, note pads, etc).

Equipment –Nonexpendable, property having a useful life of more than one year. (i.e. computers, phones, faxes, refrigerator, etc).

Services – Work performed as defined in a contract provided by providers/vendor.

5. POLICY

It is the policy of MRDDA to establish protocols and procedures for the acquisition of supplies, equipment and services requested by MRDDA employees.

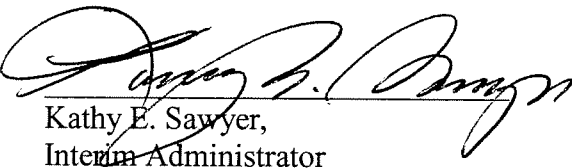
6. RESPONSIBILITY

The responsibility for this policy is vested in the Administrator of MRDDA. The implementation of this policy is the responsibility of the Deputy Administrator for Administration.

7. STANDARDS

In order to ensure compliance with this policy MRDDA has adopted the following standards:

1. Designate an Office Administrative Liaison (OAL) to serve as the point of contact between the program area and the Office of Administration for facilitating request for supplies, equipment or services.
2. Train staff in procurement procedures and protocols to ensure compliance with the Procurement Act of 1985 and the Anti-Deficiency Act.
3. Adhere to the Procurement Act of 1985 and the Anti-Deficiency Act when making purchases or acquiring services.
4. Establish procedures that ensure all problematic areas receive supplies, equipment, and services comply with budgetary authority.


Kathy E. Sawyer,
Interim Administrator

10/10/06
Date